

ORGANIZATIONAL WORK INSTRUCTION

OWI Authorization and Control

CD60

MSFC Education Programs Department

Revision E

**APPROVING
AUTHORITY**

NAME

TITLE

ORG

DATE

J. R. Pruitt

Manager

CD60

June 12, 2003

**CHECK THE MASTER LIST-
VERIFY THAT THIS IS THE CORRECT VERSION BEFORE USE**

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DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
BASELINE	N/A	8-20-99	BASELINE DOCUMENT
REVISION	A	1-21-00	This revision cancels and supersedes the following OWI: CD60-OWI-001, Baseline, OWI Authorization and Control, CD60 MSFC Education Programs Department
REVISION	B	2-24-00	This revision cancels and supersedes the following OWI: CD60-OWI-001, Revision A, OWI Authorization and Control, CD60 MSFC Education Programs Department
REVISION	C	10-10-00	This revision cancels and supersedes the following OWI: CD60-OWI-001, Revision B, OWI Authorization and Control, CD60 MSFC Education Programs Department
REVISION	D	3-6-02	This revision cancels and supersedes the following OWI: CD60-OWI-001, Revision C, OWI Authorization and Control, CD60 MSFC Education Programs Department
REVISION	E	6-12-03	This revision cancels and supersedes the following OWI: CD60-OWI-001, Revision D, OWI Authorization and Control, CD60 MSFC Education Programs Department

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1. PURPOSE: This Specific Application instruction applies to all of the Education Program Department's (EPD) Organizational Work Instructions (OWIs). The purpose of this instruction is to document the process to authorize and control OWIs for the use of the EPD. This document will describe:

- The process for authorizing and controlling OWIs
- The source of authority for OWIs
- The quality records
 - OWI identification system
 - Document maintenance location (or e-file address)
 - Identification of latest versions of documents
 - Appointment of a document control custodian
 - Institutional-type file log
- The directions for dispositioning expired / cancelled documents

2. APPLICABILITY: The procedure applies to OWIs relating to processes within the scope of the MSFC Management System (MMS) as defined in the MSFC Management Manual (MMM) that are under the cognizance of the EPD.

3. APPLICABLE DOCUMENTS: Use current Revision unless there is overriding authority.

- MPG 1410.1 Document And Data Control for Organizational Issuances
- MPG 1440.2 MSFC Records Management Plan

3.1 Reference Documents

National Aeronautics and Space Administration 2003 Strategic Plan

4. DEFINITIONS:

Document Control Custodian (DCC): Person responsible for processing and maintaining the OWI Master List and any revisions.

Document Control Number (DCN): Each OWI will be assigned a unique document control number beginning with: CD60-OWI-001, followed by CD60-OWI-002, CD60-OWI-003, etc.

EPD - Education Programs Department

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EPD Quality Records Files: The system used by EPD to file OWIs and associated Quality Records and other pertinent records.

Master List: A controlled list of the EPD OWIs and other regulations governing the organizational change process.

OWI: Organizational Work Instruction

QR: Quality Record: These are documents maintained to demonstrate conformance to specified requirements and effective operations.

5. INSTRUCTIONS

5.1 The EPD utilizes the OWI Authorization & Control process depicted in Figure 1.

5.2 This instruction is used in accordance with the reference documents, MPG 1410.1, "Document And Data Control for Organizational Issuances" and MPG 1440.2, "MSFC Records Management Plan".

5.3 All EPD OWIs must have the approval of the EPD Manager.

5.4 All OWIs will include:

- Title: Provided by the initiator
- Revision number and document history log
- Document Control Number (DCN)
- Date of origination.
- Instruction and any accompanying figures.

5.5 Authority Review Process for Revision of an OWI or for Establishing a New OWI.

All new proposed EPD OWIs will be submitted to the Manager. The Manager will appoint an Evaluation Team, composed of members from the EPD, with membership based on comprehension of the OWI's subject-matter and coverage of the proposed OWI. The Evaluation Team will review the proposed OWI, or revision to an existing OWI, and in a consensus meeting, will provide recommendations to the Manager. The Manager will make final decisions regarding the inputs, revise or disapprove the proposal. Revision of the original proposal entails the return of the proposal to the Evaluation Team or to the originator, as appropriate, for modification or withdrawal. See Figure 1.

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5.5.1. Signature Authority for Control/ Revision-

Approval action requires the signature of the Manager or designee.

5.6 Acceptance of the OWI and entry of action into Master List.

A DCC appointed in writing by the Manager will maintain an institutional-type file cabinet containing the OWI Master List and any revisions, and the applicable documents listed in the OWIs. Upon approval of the new or revised OWI, the Manager will instruct the DCC to enter the action into the Master List and place it in the EPD Quality Record Files.

5.7 Control of Documents/Quality Records within the File Systems

When temporarily removing controlled documents from the files, EPD personnel will use a designated log to sign out/in and will date the log. These logs will be located adjacent to the file cabinet and will be maintained by the DCC. Controlled documents must remain in the building at all times. Current versions of OWIs and applicable documents will also be maintained online via the MSFC ISO9000 home page.

6. NOTES-N/A

7. SAFETY PRECAUTIONS AND WARNING NOTES: N/A

8. APPENDICES, DATA, REPORTS AND FORMS: N/A

9. QUALITY RECORDS: The quality records pursuant to this OWI are as follows: the evidence of those OWI authorization or revision activities (such as Evaluation Meetings), the document itself, and the entry into the Controlled Documents List.

10. TOOLS, EQUIPMENT, AND MATERIALS: N/A

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Figure 1.

